



Transportation Policy

JILL WHITEFORD, DIRECTOR OF QUALITY & PROGRAM EVALUATION
& SUSAN PETITT, DIRECTOR OF HUMAN RESOURCES

This page intentionally left blank

CONTENTS

Purpose	1
Policy Overview	1
Motor Vehicle Record (MVR) checks	2
New Employees MVR Check Process	2
Employees Re-Verification Process	2
Maintaining Driving Eligibility	3
Eligibility For All Vehicles (Agency & Personal)	3
Eligibility For Agency Vehicle Use	4
Eligibility For Personal Automobile Use	4
Personal Vehicle Insurance Coverage Non-Compliance	4
Vehicle Reservations	5
Verification For Issuing Agency Vehicle Keys	5
Checking Availability For Agency Van	5
Making An Agency VAN Reservation	6
Picking Up And Dropping Off Agency Vehicle Keys	6
Agency Vehicle Information Packet	6
Gas Tank	6
Vehicle Operations Instructions	7
Basic Safety	7
Pre-Driving Checklist For Agency Vehicles	7
Parking Advice	8
Loading/Unloading	8
Additional Considerations For The CC Moving Truck (Box Truck)	8
Driving In Adverse Weather	9
Accident Procedures	9
While Driving An Agency Vehicle	9
While Driving A Personal Vehicle	10
State Of Oregon Accident Reporting Requirements	10
Transportation Of Clients	11
Transporting Minors	11
Medical Emergency Incidents	12
Agency Vehicle Maintenance	12
Agency Vehicle Registration	13
Appendix	14

Roadside Assistance Information	14
Vehicle Driver Log	16
Box Truck Log	17
Child Restraint System Guidelines	18
Compliance Form	19
Acknowledgement Form	20

PURPOSE

The purpose of the Transportation Policy is to provide all employees, JVs, AmeriCorps and Vista volunteers (hereby referred as “employee”) guidelines and requirements for operating an agency or a personal vehicle while conducting business on behalf of Catholic Charities.

POLICY OVERVIEW

All employees who drive on behalf of Catholic Charities must have the following:

1. A current driver’s license.
2. A current Motor Vehicle Record (MVR) check filed with HR.
3. A successfully completed defensive driver training certificate.
4. Access to a personal vehicle or approval to drive agency vehicle.
5. If using their own vehicle, the ability to obtain automobile insurance at levels required by agency. (See ELIGIBILITY FOR PERSONAL AUTOMOBILE USE).

Requirements apply regardless of whether the employee is transporting clients or is driving themselves as a function of their duties.

Non-Catholic Charities entities are not permitted to use agency vehicles.

This policy also covers vehicle scheduling and use; transporting clients and minors; as well as basic vehicle operating instructions, emergencies and maintenance procedures. If you have any questions about agency vehicle use, please contact Facilities Maintenance at **503-688-2647** or **maintenance@ccoregon.org**.

MOTOR VEHICLE RECORD (MVR) CHECKS

NEW EMPLOYEES MVR CHECK PROCESS

1. Human Resources (HR) extends conditional employment offers pending the successful completion of a background and MVR (Motor Vehicle Report) check to the potential new employee.
2. Once HR receives completed results from the background and MVR check the following actions are taken:
 - a. If potential new employee passes both the background check and the MVR check:
 - i. HR reaches out to potential new employee, confirms that they have cleared the background check process and confirms the individual's orientation start date.
 - ii. HR prints background check results form and files in potential new employee's secondary file.
 - b. If potential new employee passes the background check, but not the MVR check:
 - i. HR informs the Hiring Manager and shares that the potential new employee did not clear the MVR check and therefore is **not** cleared to drive for any agency purposes.
 - ii. HR and Hiring Manager discuss if the potential new employee is still eligible for the position if they are not eligible to drive for the agency.
3. If potential new employee does not meet the hiring eligibility criteria, HR contacts individual and does a verbal turndown. HR forwards an adverse actions email packet from the background check agency to the individual.
4. If potential new employee is still hired for the position, HR contacts individual, discusses that they will not be eligible to drive for work purposes and confirms if they would like to continue with the position. If they would like to move forward, then it is documented in their employment offer letter that they are not eligible to drive for the agency until further notice due to their MVR results.
 - a. HR will include in their secondary file the Compliance with Catholic Charities Transportation Policy form (see example on page 18 of this Policy) indicating their ineligibility to drive on behalf of the agency.
5. HR prints background check results form and files it in potential new employee's secondary file.
6. Child Restraint System – all new Family Support and Counseling Services (FSCS) and Refugee Services (RS) staff are required to view child safety seat training videos and sign an acknowledgement of viewing.

EMPLOYEES RE-VERIFICATION PROCESS

Every Year

1. Employees are required to send HR an updated personal auto insurance policy declaration page.

Every 2 Years

1. HR will do an updated MVR check and;

2. Employees are required to complete the 30-minute defensive driving course for regular drivers and the 60-minute course for those who drive the box truck or van

Bi-Annual re-verification checks of current/active employees will follow this rolling cycle:

- In July of each odd year, HR will conduct re-verification of employees who received their last checks within the months of January through June and two years prior to the re-verification.
- In January of each odd year, HR will conduct re-verification of employees who received their last checks within the months July through December and two years prior to the re-verification.

MAINTAINING DRIVING ELIGIBILITY

ELIGIBILITY FOR ALL VEHICLES (AGENCY & PERSONAL)

In order to keep verification, all employees must maintain the following:

1. A valid driver's license.
2. A safe driving record, as follows:
 - a. In the past three (3) years, drivers should have no more than:
 - Two (2) At-Fault Accidents
 - Three (3) Minor Moving Violations
 - Four (4) Non-Moving Violations, such as:
 1. Failure to Appear (FTA)
 2. License not in possession, or
 3. No Proof of Insurance / Registration
 - Four (4) or more in combination of the above a, b and c.
 - b. In the past four (4) years, drivers should have zero (0) Major Moving Violations such as:
 - Driving while Suspended / Revoked and / or Invalid License
 - Exhibition of Speed – Speed Contest
 - Reckless Driving
 - Driving Under the Influence (DUI)
 - Vehicular Manslaughter
 - Leaving the Scene of an Accident (Hit and Run)
 - Speeding in excess of 100mph, etc.
3. Completion of the Defensive Driving Course
 - a. Employees are required to complete a 30-minute online driver education course at hiring and every 2 years thereafter.
 - b. Employees driving the agency vans or box truck must complete a 1-hour online driver education course at hiring and every 2 years thereafter.
 - c. Employees who are involved in an accident while driving for work-related reasons either in their personal vehicle or an agency vehicle, may be required by HR to take a driver education course to maintain their approval to drive for work-related reasons.

ELIGIBILITY FOR AGENCY VEHICLE USE

Employees must have at least one of the following and provide to HR:

- Verification of medical insurance
- Verification of auto insurance

In the event of an accident while driving an agency vehicle for agency related reasons the agency's auto insurance coverage is primary.

ELIGIBILITY FOR PERSONAL AUTOMOBILE USE

All employees who drive their personal vehicle for any work-related reason (driving to partner agencies, meetings in the community, client home-visits, to the post office, etc.) must provide verification of personal auto insurance at the Agency required levels:

- Bodily Injury Coverage must be a minimum of \$100,000 per person
- Bodily Injury Coverage must be a minimum of \$300,000 per occurrence
- Property Damage Coverage must be a minimum of \$100,000 per occurrence

In the event of an accident, the driver's auto insurance is primary and Catholic Charities insurance is secondary. *See the "While Driving a Personal Vehicle" section on page 10 for more information on procedures after an accident involving an employee's personal vehicle.*

HR maintains a list of all active employees in relation to the agency's requirement to maintain personal auto insurance, at or greater than the agency policy coverage limits.

Exception: If employee declares they will not be driving their personal vehicle for any work-related reason, the employee must sign an Exemption Form, and receive approval from their Supervisor and the Director of HR (see example on page 18 of this Policy), which waives them from providing the agency with the acceptable auto insurance document.

Employees who use their personal vehicle for agency business will be reimbursed for mileage pursuant to IRS regulations. Reimbursed mileage is defined as mileage driven over and above the employee's normal commuting to and from work. For the most recent mileage reimbursement policy, please contact the Finance Department.

PERSONAL VEHICLE INSURANCE COVERAGE NON-COMPLIANCE

If the employee does not submit a copy of their personal auto insurance declaration page, with insurance coverage at or greater than agency requirements, within ten (10) business days from the request date, a grace period will be extended to the employee for compliance.

- HR will email both the employee and his/her manager with the new due date (2nd chance) for the declaration page, with insurance coverage at or greater than agency requirements.

If the employee does not comply by the end of the grace period (2nd chance), one final opportunity for compliance will be extended to the employee.

- HR will email both the employee and his/her manager with the final due date (3rd and final chance), which will be three (3) business days from the date of the 2nd chance grace period due date, for the declaration page, with insurance coverage at or greater than agency requirement.

If the final due date lapses, and the employee remains in default of either not submitting the declaration page and/or not submitting it with insurance coverage at or greater than agency requirements, HR will issue a notice of corrective action to the employee. The corrective action will be placed in the employee's personal file as well as copies to the employee's manager.

Employees not in compliance with the agency insurance coverage policy will not be permitted to drive their personal vehicles for any work related reason, outside of normal commuting to and from work.

It is the Manager's responsibility to ensure that the employee, who is **not** cleared to drive, does not use their personal vehicle for agency purposes.

VEHICLE RESERVATIONS

For reservations for the agency van (light blue 7 passenger Toyota) follow the procedures below. For the Refugee Services vehicles, please contact Refugee Services directly.

VERIFICATION FOR ISSUING AGENCY VEHICLE KEYS

- The 1st floor Administrative Support Specialist at Catholic Charities is responsible for issuing keys to Agency vehicles.
- HR maintains the Transportation Compliance spreadsheet which lists each employee and their eligibility to drive an agency vehicle.
- Before a key is issued to any requesting employee, the Administrative Support Specialist will refer to the Transportation Compliance spreadsheet and ensure the employee is eligible for driving an agency vehicle.
- If the Administrative Support Specialist determines that the employee is not eligible, he/she will decline issuance of a key and the employee **will not be permitted** to drive an agency vehicle.
- The Administrative Support Specialist will email both HR and the employee's manager regarding their ineligibility and that they were not able to issue to the employee the agency's vehicle key.

CHECKING AVAILABILITY FOR AGENCY VAN

To check for VAN availability, use your Outlook account to open and view the "Van" calendar.

1. Click the **Calendar** icon your Outlook Calendar (Outlook 2016 version)
2. On the calendar menu bar, click the small arrow on the **Open Calendar** icon.
3. Select **Open a Shared Calendar** from the drop-down menu.
4. Type "**Van**" in the dialogue box, click **OK**.
5. Select "**Van**" from the list of names, click **OK**.
6. The calendar for the "**Van**" will come up next to your calendar on the main calendar screen.
7. **Select** the date you need to reserve the Van. **Check** to see if the Van is available or if someone checked it out already.

MAKING AN AGENCY VAN RESERVATION

1. Contact bookings@ccoregon.org
2. Please include:
 - a. The **date for the vehicle reservation**,
 - b. **Times vehicle will be out** (including pickup and drop-off of keys)
 - c. Include a **trip purpose** for agency records
3. You will receive an email confirming your reservation.

PICKING UP AND DROPPING OFF AGENCY VEHICLE KEYS

- You may pick-up and drop off vehicle keys at the 1st floor receptionist.
- For dropping off after-hours, place the keys and clipboard in the drop off box by the front door of the CFC building.

AGENCY VEHICLE INFORMATION PACKET

- When picking up the agency vehicle keys, you will receive a clipboard, containing a storage compartment. The compartment will contain:
 - Vehicle registration and insurance information
 - Accident and emergency procedures
 - Roadside assistance information
- **The clipboard box with mileage log should be with the vehicle at all times while checked out.**

GAS TANK

- When picking up the vehicle confirm that the gas tank has at least a ¼ tank of gas. If not, please contact facilities maintenance staff at maintenance@ccoregon.org or 503-688-2647.
- If you need more than ¼ tank of gas to complete your trip, please add only as much gas as needed.
- After completing your trip, you must fill the tank up to at least ¼ tank of gas.
- You can purchase gas in the following ways:
 1. Request the use of a credit card from your manager,
 2. Request a credit card from Facilities Maintenance, or
 3. If you need to pay with your own funds, keep your receipt and request a reimbursement per the Finance Department procedures.

VEHICLE OPERATIONS INSTRUCTIONS

Every driver operating a Catholic Charities (CC) vehicle or a personal vehicle while performing agency business is expected to follow the basic safety practices below. **Do not drive any agency or personal vehicle that may be unsafe. It is understood that no list of rules or standards can cover each situation encountered on a day-in day-out basis.**

BASIC SAFETY

- Check the road conditions and weather, taking into account additional drive time for bad weather. Avoid driving in adverse weather if possible.
- Obey all traffic signs and lights, and always use your turn signals.
- Use caution at all intersections. Before crossing, check left, then right, then left again.
- Use the vehicle mirrors. Maneuvering a van or truck requires more turning area and more room for lane changes.
- Avoid making sudden stops or abrupt lane changes.
- NEVER text, use a handheld cell phone while driving, or engage in other distractions.
- NEVER operate vehicle under the influence of alcohol or other substances or when fatigued.
- NEVER tailgate. Large vehicles require more time and room to stop. Maintain ample distance between the truck/van and the vehicle in front of you.
- ALWAYS wear a seatbelt! The driver and all passengers MUST be wearing a seatbelt while vehicle is in operation.
- DO NOT leave any valuables, laptops, personal belongings, client belongings or client information in the car.

PRE-DRIVING CHECKLIST FOR AGENCY VEHICLES

- Perform an inspection of the agency vehicle before driving. This includes checking for any damage to vehicle, deflated tires, fuel level, and dashboard indicators (“Check Engine” light, for example).
 - Report any of the above issues to Facilities Maintenance.
 - Do not use the vehicle unless cleared by the maintenance department.
- Reposition the side-view mirrors and, if applicable, the rear-view mirror.
- Adjust the seat to your liking.
- Familiarize yourself with all the vehicle controls.
- If applicable, secure child safety seats (see section on transporting minors).
- BUCKLE UP!

PARKING ADVICE

- Set the emergency brake every time you park.
- Turn the wheels away from the curb when facing uphill, toward the curb when facing downhill.
- Always look for “drive-through” parking spaces to avoid having to back up.
- Park in well-lit areas, preferably where you can see the vehicle easily.
- ALWAYS lock all doors, including rear door or roll-up door.

LOADING/UNLOADING

- Practice caution while loading and unloading vehicle.
- Load heavier items first towards the front of the vehicle and on the floor. Lighter items can go on top and/or towards the rear.
- Ensure all cargo items are secured before operating vehicle.

ADDITIONAL CONSIDERATIONS FOR THE CC MOVING TRUCK (BOX TRUCK)

- **FOLLOW ALL ROAD RULES:** Pay attention to changing speed limits and to vehicles around you. When driving on interstates or highways, stay in the lane farthest to the right unless passing.
- **TRUCK SPECIFIC REGULATIONS:** Pay attention to road signs pertaining to trucks (weight station stops, truck or lane restriction signs, and overhead clearance postings)
- **DRIVING SPEED:** Adhere to posted speed limits and reduce your speed in harsh weather conditions or when on a bumpy road. Slow down when driving on wet and icy roads.
- **SPACING:** Make sure you have enough space between yourself and the vehicle in front of you. The recommended amount of space is that of five (5) vehicles. NEVER tailgate!
- **STOPPING:** A moving truck weighs more than an average vehicle. You will want to begin braking sooner than normal. Also, remember to increase the space between your truck and the vehicle in front of you.
- **TURNING:** Always go into turns slowly and look ahead for potential traffic jams in case you need to brake suddenly. Moving trucks are longer than average vehicles and require a wider turning radius to allow rear wheels to clear the turn safely. Drive slightly past the corner before turning to avoid sideswiping another vehicle or object.
- **CHANGING LANES:** Turn on the turn signal and use your side-view mirror before changing lanes. Moving trucks are longer than average vehicles and you will need ample space in front and behind you before changing lanes.
- **PASSING:** For your safety, refrain from passing other vehicles when driving uphill, on curves, or on narrow roads. Moving trucks are longer than average vehicles meaning you will need more time and space to pass.

- **BACKING UP:** If you must back up in a moving truck, ask someone to direct you from outside the vehicle, and be sure to check behind the truck for pedestrians and obstructions. Keep your window down so you can hear outside. Back up slowly – keeping in mind you are in a large vehicle and cannot see directly behind you. You may want to beep your horn once or twice to give warning.
- **LOADING RAMP:** NEVER operate the vehicle while the loading ramp is extended. Always make sure the loading ramp is fully stored and secured when not in use.
- **CLEARANCE:** Double check the overhead clearance and length of your vehicle, which is posted inside the van/truck that you are driving.

DRIVING IN ADVERSE WEATHER

Do not drive during adverse weather unless absolutely necessary. If you believe it is too dangerous to drive, reschedule your appointments and cancel the vehicle reservation.

If you are on the road when adverse weather begins, reduce speed, travel with extreme caution and allow for additional spacing between your vehicle and the vehicle in front of you.

If you need to pull off the roadway, do so at a location where you and your vehicle will be safe and then contact your supervisor.

Chains are available in the Toyota 7 Passenger Van.

ACCIDENT PROCEDURES

In the event of an emergency, call 911.

In the event of an accident, report the incident to the following:

- Facilities Maintenance at 503-688-2647, or after regular business hours call 503-544-6961.
- Human Resources
- Your manager or supervisor

Important: Once you return to the office, write an incident report and submit it to your manager.

WHILE DRIVING AN AGENCY VEHICLE

If you are in an accident, while driving an agency vehicle:

1. Pull over to the side of the road or out of the path of traffic as much as possible.
2. Call the Catholic Charities insurance agency at 503-293-8325
 - a. Provide the policy number: 201514218
3. Exchange information with the other driver
 - a. Name, address and phone number
 - b. The insurance company and account number
 - c. The plate number

All Catholic Charities vehicles are covered by the roadside assistance program. This information is found in the clipboard box that you receive when you check out the vehicle.

To use **the roadside assistance program** membership:

1. **Call the number** on Membership card: **1-866-611-7040**
 - a. Provide the Membership Number: **F608520073385**
 - b. Provide the vehicle description: (example: 2006 Toyota Sienna Van)
 - c. Provide the VIN: (example for Toyota Van: 5TDBA22C46S073385)
2. **Let them know what you need:** Tire changed (spare in the back)
3. There will never be a bill for you to pay; all the **roadside assistance** bills go to Catholic Charities.

WHILE DRIVING A PERSONAL VEHICLE

If you are in an accident, while driving a personal vehicle for a work-related reason:

1. Pull over to the side of the road or out of the path of traffic as much as possible.
2. Call your insurance agency
3. Exchange information with the other driver
 - a. Name, address and phone number
 - b. Insurance information, and plate number
4. If you need roadside assistance, call a tow truck company or your manager for guidance.

In the event an employee's personal vehicle incurs damage, while the vehicle is being used for work-related purposes (driving to partner agencies, meetings in the community, client home-visits, to the post office, etc.), Catholic Charities will reimburse an employee up to \$250.00. If the out of pocket is less than \$250.00, Catholic Charities will reimburse to that amount.

- Damage incurred to the employee's personal vehicle, while parked or parking in the Clark Family Center parking lot or in the garage is **not** considered under this provision.
- The employee should submit for this reimbursement through Concur, including documentation of the out-of-pocket expense.

STATE OF OREGON ACCIDENT REPORTING REQUIREMENTS

According to the laws of the State of Oregon, you must file an Oregon Traffic Accident and Insurance Report with DMV within 72 hours when:

- Damage to any vehicle is over \$2,500 (even if your vehicle was the only one in the crash);
- Any vehicle is towed from the scene;
- Injury or death resulted from this accident; and/or
- Damages to anyone's property other than a vehicle involved in this accident is more than \$2,500.

Your license will be suspended, if you don't file a required report.

If you were in an accident and the damages were less than \$2,500, you can report to DMV if the other party doesn't have insurance. Be sure to clearly note on the accident report that it doesn't meet mandatory reporting criteria.

More information is available on the Oregon State website:

<https://www.oregon.gov/odot/dmv/pages/driverid/accidentreport.aspx>

TRANSPORTATION OF CLIENTS

In the course of service provision, it is sometimes necessary for staff and volunteers to transport clients to and/or from service-related activities.

1. Staff and volunteers should only transport clients **when it is a necessary part of the client's service plan** and when all other options, including having the client make his or her own arrangements for transportation, or the use of public transportation, have been exhausted.
 - a. With the exception of Refugee Services, who may be responsible for transportation per contract requirements.
2. When staff or volunteers transport clients, the use of seat belts and age-appropriate passenger restraint systems is required. This applies to either agency vehicles or privately owned vehicles.
3. It is forbidden to use a single seat belt to buckle in more than one person or in any other way that exceeds the approved riding capacity of the vehicle.
4. Transportation should only occur during regular business hours or by permission of their manager or supervisor.
5. Staff and volunteers who transport clients are to be sensitive to the "special circumstances" associated with client transportation (location, time of day, number of clients being transported, ratio of staff to clients, staff and client gender and age differences, etc.) and are to adhere strictly to the agency Code of Conduct.

TRANSPORTING MINORS

1. Staff should not be transporting minors alone without parent or guardian present unless with manager or supervisor permission.
2. There should always be at least three (3) people in the vehicle. There should never be a child and adult alone in a vehicle.
3. Minors must be secured in an appropriate safety system per **ORS 811.210**.
 - a. Child Restraints
 - Child passengers must be restrained in an approved child safety seat until they weigh 40 pounds.
 - Infants must ride rear facing until they reach two years of age.
 - b. Booster Seats
 - Children over 40 pounds **OR** who have reached the upper weight limit of their car seat's harness system, must use a booster seat until they are 4'9" tall **and** age 8.

- The booster seat requirement does not apply when the rear seat of the vehicle is equipped only with lap belts, provided the child is secured by the lap belt.
- c. Safety Belts
- A child taller than 4’9” **and** age 8 or older must be properly secured with the vehicle’s safety belt.
 - The child is properly secured if the lap belt is positioned low across the thighs and the shoulder belt is positioned over the collarbone and away from the neck.
4. Programs are responsible for the maintenance and distribution of child restraints and booster seats.
 5. Installation of any car seat or booster (child restraint system) in a vehicle should only be done by either the parent or a Catholic Charities’ staff member that has acknowledged review of agency referred car seat install videos. Staff assistance with child restraint systems should be on a last resort basis.

(See Child Restraint Systems Guidelines on page 18 of this Policy).

MEDICAL EMERGENCY INCIDENTS

A medical emergency is an event that you reasonably believe threatens your or someone else's life or limb in such a manner that immediate medical care is needed to prevent death or serious impairment of health.

1. In the event of an emergency, staff should dial 911 and should NOT attempt to transport the client.
2. In the event of a mental health crisis, call the Multnomah County Crisis Line at (503) 988-4888 or 911 and state that this is a mental health crisis and ask for a Crisis Intervention Team.

AGENCY VEHICLE MAINTENANCE

Facilities Maintenance provides regular inspection and maintenance of all agency vehicles, as follows:

1. Conditions of the vehicles are reviewed on a quarterly basis, including a 50-point inspection. This may include an oil change or windshield wiper fluids.
2. Oil changes and tire rotations are due every 5,000 miles.
3. Routine inspections or safety checks of critical items, such as brakes, lights, tires, wipers, etc., are done every 15,000 miles or sooner if a problem arises.
4. Every 30,000 miles, vehicles get a tune-up, transmission service, cooling system service, brake service, AC service, etc.
5. Vehicles are taken to Jiffy Lube for quarterly maintenance and mechanical work is done at Tom Dwyer on Tenino Street in Sellwood.
6. All maintenance activities are tracked on the J:\AdminJ\Housing Team\Facilities Management\Vehicles\ 2019-2020 Vehicle Maintenance Log

7. **Staff are to report immediate maintenance issues to Facilities Maintenance.** The vehicles availability will be blocked off the calendar and sent to the shop for repair.
8. The vehicle is cleaned (interior and exterior) regularly to help maintain its appearance. **After using the vehicle, please make sure to clean the interior as needed.**
9. To maintain the cleanliness of the vehicle, do not smoke in the vehicle.

For maintenance issues, contact the facilities and maintenance staff at **503-688-2647 or maintenance@ccoregon.org.**

AGENCY VEHICLE REGISTRATION

For all agency vehicles, Facilities Maintenance receives regular notices from DMV (Department of Motor Vehicles) for registration renewals. Facilities Maintenance updates the registrations and if needed makes an appointment with DEQ (Department of Environmental Quality) to perform a vehicle emissions test.

APPENDIX

ROADSIDE ASSISTANCE INFORMATION

Paragon Motor Club Roadside Assistance Program

All CC Vehicles are covered by the roadside assistance program.

1. Toyota Van- 7 Passenger Light Blue Van

To Use Membership:

- Call number on Membership card: 1-866-611-7040
 - Give Membership Number: F608520073385
 - Vehicle: 2006 Toyota Sienna Van
 - VIN: 5TDBA22C46S073385
- Let them Know what you need: Tire changed (spare in the back)
- **Important: Once you return to the office, write an incident report and submit to your Manager and the Facilities Department.**

2. 1997 Ford Van- Refugee Cargo Van

To Use Membership:

- Call number on Membership card: 1-866-611-7040
 - Give Membership Number: F608520B89321
 - Vehicle: 1997 FORD E350 VAN
 - VIN: 1FBHE31L3VHB89321
- Let them Know what you need: Tire changed (spare in the back)
- **Important: Once you return to the office, write an incident report and submit to your Manager and the Facilities Department.**

3. 2003 FORD VAN- Refugee 12 Passenger Van

To Use Membership:

- Call number on Membership card: 1-866-611-7040
 - Give Membership Number: F608520B51528
 - Vehicle: 2003 FORD E350 VAN
 - VIN: 1FBNE31L03HB51528
- Let them Know what you need: Tire changed (spare in the back)
- **Important: Once you return to the office, write an incident report and submit to your Manager and the Facilities Department.**

4. 2012 GMC G3500 BOX TRUCK

To Use Membership:

- Call number on Membership card: 1-866-611-7040
 - Give Membership Number: F608520900897
 - Vehicle: 2012 GMC G3500 BOX TRUCK
 - VIN: 1GDY72CA1C1900897
- Let them Know what you need: Tire changed
- **Important: Once you return to the office, write an incident report and submit to your Manager and the Facilities Department.**

VEHICLE DRIVER LOG

Vehicle Driver Log

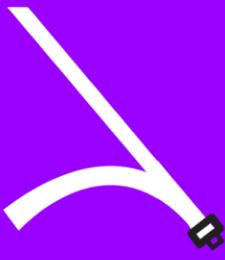
If the vehicle is not clean or it does not have at least a 1/4 tank of gas when you check car out, notify the Facilities Maintenance staff.

				Please initial when done	
Date	Name of Person Driving	Start Mileage	End Mileage	filled gas	cleaned

Return full form with Keys to drawer.

Please call Facilities at 503-688-2647 immediately, if there is anything wrong with the vehicle.

CHILD RESTRAINT SYSTEM GUIDELINES

Birth	1	2	3	4	5	6	7	8	9	10	11	12	13+		
Rear-Facing Car Seat															
			Front-Facing Car Seat												
							Highback Booster Seat (HBB)								
										No-Back Booster Seat (NBB)					
										Vehicle Seat Belt					
 <p>Rear-Facing Car Seat</p> <ul style="list-style-type: none"> - MUST be used for a child under 2. - An infant seat (rear-facing ONLY) is most appropriate for infants under 1-year-old. - Convertible carseats can be used rear-facing until the height and/or weight limits of the seat are outgrown. - Thread harness straps so they come from at or BELOW the child's shoulders. 				 <p>Forward-Facing Car Seat</p> <ul style="list-style-type: none"> - MUST be used until a child is 40 lbs OR until the height and/or weight limits of the seat are outgrown. - A convertible or combination seat can be used front-facing with a harness until the height and or/weight limits of the seat are outgrown. - Thread harness straps so they come from at or ABOVE the child's shoulders. - Tether strap MUST be used, if available in the vehicle. 				 <p>Booster Seat</p> <ul style="list-style-type: none"> - MUST be used until a child is 8 years old OR 4'9" AND the vehicle seat belt fits properly. - Child must be secured with a lap and shoulder belt, not just a lap belt. - Use a HBB for younger and/or smaller children, as it will guide the shoulder belt as well as the lap belt. Some NBB will guide the shoulder belt, but not all. - Use a HBB if the vehicle seat has no head rest. There should always be coverage behind the child's head, at least to the top of the ears. - Tether strap MUST be used, if available on the seat and in the vehicle. 				 <p>Vehicle Seat Belt</p> <ul style="list-style-type: none"> - Does the child's back rest against the vehicle seat back? - Do the child's knees bend comfortably at the edge of the seat? - Does the shoulder belt lie across the chest and shoulder, NOT riding up into the neck? - Does the lap belt fit low, across the tops of the thighs, NOT up across the low belly? - Can the child sit like this for the whole trip? - Avoid placing a child in a vehicle seat with just a lap belt. - Avoid placing a child in a vehicle seat with no head rest. There should always be coverage behind the child's head, at least to the top of the ears. 			

COMPLIANCE FORM



COMPLIANCE WITH CATHOLIC CHARITIES' TRANSPORTATION POLICY

To be completed by Human Resources

Name: _____ Department: _____

Position: _____

COMPLIANCE WITH AGENCY REQUIREMENTS:

- Receipt & Acknowledgment of Agency Transportation Policy Yes No
- Successful Motor Vehicle Record (MVR) check Yes No
- Copy of Valid/current drivers' license provided to HR Yes No
- Successful completion of 30 min. Defensive Driving Course Yes No
- Successful completion of 60 min. Driving Course for Box Truck Yes No N/A
- Personal Auto Insurance Declaration page provided to HR Yes No N/A
 - *(If driving personal vehicle for work)*
- Verification of Medical Insurance Provided to HR Yes No N/A
 - *(If driving Agency vehicle, and no personal auto insurance provided)*

DRIVER DESIGNATION:

- This individual is:
- _____ Approved to Drive Agency Vehicle for Agency Business
 - _____ Approved to Drive Personal Vehicle for Agency Business
 - _____ Not Approved to Drive Agency Vehicle for Agency Business
 - _____ Not Approved to Drive Personal Vehicle for Agency Business

HR Signature _____
Date

EXEMPTION FROM AGENCY PERSONAL AUTO INSURANCE REQUIREMENTS

Employee Name (please print): _____

Position: _____

Program/Department: _____

I request to be exempt from the personal auto insurance requirements related to the operation of a personal owned vehicle as part of my employment with Catholic Charities. This will exempt me from obtaining auto insurance coverage at levels required by the Agency. I understand that if this request is approved, I will not be allowed, under any circumstances, to operate a personally owned motor vehicle as part of the performance of my job duties.

Employee _____
Date

Employee's Supervisor _____
Date

Exemption Request: Approved Denied

Susan Petitt, Director of Human Resources _____
Date



TRANSPORTATION POLICY ACKNOWLEDGMENT

As an employee of Catholic Charities, I acknowledge the following:

I have received and reviewed the information in the Transportation Policy effective 01/04/2021, which is applicable while I am employed at Catholic Charities. I understand that I have the responsibility to read and understand the information in the Transportation Policy, and to ask my Manager and/or HR for clarification of any information I do not understand. I understand that this Transportation Policy supersedes all prior guides, policies, and understandings on the subjects contained in it.

I understand the Agency has the right to change, modify, add to, substitute, eliminate, interpret, and apply in its sole judgment, the policies and rules described in this Policy, at any time without notice to employees. I understand that should the content be changed in any way, the Agency may require an additional signed acknowledgment from me to indicate that I am aware of the changes.

Employee Signature

Date

Employee Name (Please Print)

This page intentionally left blank